

## As a United States Probation Officer, you will:

- ◆ **Investigate** defendants' backgrounds for sentencing
- ◆ **Make recommendations** on sentencing defendants
- ◆ **Monitor and supervise** offenders and defendants under Federal supervision
- ◆ **Interact** with law enforcement
- ◆ **Enforce** court conditions
- ◆ **Interpret** sentencing guidelines
- ◆ **Testify** in court
- ◆ **Learn** case law
- ◆ **Assist** offenders
- ◆ **Administer** drug treatment
- ◆ **Identify** and solve problems
- ◆ **Counsel** offenders and defendants
- ◆ **Refer** to community agencies

## HOW TO APPLY

Our 24-hour employment telephone line is available to request additional information or to inquire about current vacancies at (216) 522-2200, extension 7220.

You must specify in your letter the office location for which you are applying. A separate letter and resume must be submitted for each location.

Submit resumes and cover letter to:

D.S. Kimmey  
Human Resources Manager  
U.S. Probation Office  
310 West Lakeside Avenue, Suite 400  
Cleveland, Ohio 44113-1021

***THE COURT IS AN EQUAL  
OPPORTUNITY EMPLOYER***

## BENEFITS

- ▶ An exciting career in the Federal Judiciary
- ▶ 10 paid Federal holidays
- ▶ 13-26 days paid Annual Leave
- ▶ 13 days paid Sick Leave annually
- ▶ Optional medical coverage
- ▶ Optional life insurance
- ▶ Optional long-term disability insurance
- ▶ Retirement program
- ▶ Thrift Savings Plan with matching contributions
- ▶ Hazardous duty retirement at age 57, or at age 50 with 20 years of service
- ▶ Employee Recognition Programs

## HISTORY OF THE SYSTEM

In 1925, the United States Congress established the Federal Probation System.

The Probation Office of the U.S. District Court for the Northern District of Ohio opened in 1940. It is one of 94 Federal Judicial Districts in the United States.

Headquartered in Cleveland, jurisdiction of the Northern District of Ohio Office covers 40 counties. The Southern District headquarter's office is located in Columbus, and it has jurisdiction of 48 counties.

In the Northern District of Ohio, probation offices are located in Cleveland, Akron, Youngstown and Toledo, with a total staff of over 90 employees.

United States Probation Officers are appointed to their positions by the Judges of the Court. Judges are appointed by the President of the United States.

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## MISSION STATEMENT

The mission of the U.S. Probation Office for the Northern District of Ohio, within the authority granted by the judiciary, is to protect the public. We adhere to an explicit set of beliefs and values through quality investigative, supervision and support services.

We provide treatment opportunities for positive lifestyle changes.

We treat everyone with fairness and dignity as we strive to deliver excellent service.

## MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university with specialization in criminal justice, criminology, psychology, sociology, human relations, business or public administration. An advanced degree is preferred.

## SPECIALIZED EXPERIENCE

In addition to the above qualifications, candidates must have the following specialized experience. Specialized experience refers to progressively responsible experience gained after completion of a bachelor's degree in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.

The following qualifications may be substituted for one year specialized experience: Overall "B" grade point average; standing in upper third of the class; "B+" average or better in the major field of study; election to membership in National Honorary Scholastic Societies (other than Freshman Honor Societies).

Completion of one academic year (30 semester or 4 quarter hours) of graduate education in a field of study closely related to the position is qualifying at CL-25.

Completion of a master's degree in a field of study closely related to the position, or Juris Doctor degree, is qualifying at CL-27. Completion of a master's degree is required for promotional opportunities to CL-28.

## PHYSICAL REQUIREMENTS

Because officers must effectively deal with physical attacks and are subject to moderate arduous physical exertion, applicants must be physically capable to do field work and possess a valid drivers license. First-time appointees must not have reached their 37<sup>th</sup> birthday at the time of appointment.

United States District Court, Northern District of Ohio  
U.S. Probation Office  
310 W. Lakeside Avenue, Suite #400  
Cleveland, Ohio 44113-1021  
216-522-2200, Ext. 7220/Fax: 216-522-7762

United States  
District Court

Northern District  
of Ohio

U.S. Probation Officer



Accept the challenge of a career as  
a U.S. Probation Officer